

LESSON 8

TRANSMISSION AND TRANSPORTATION



Classified materials usually don't stay put. Sooner or later, something comes up that calls for them to be sent somewhere else. And whenever classified information is removed from a work area, the risk of loss or compromise increases. To minimize this risk, we need to follow the special rules for the *Transmission and Transportation* of classified information. In this lesson, we'll go over the authorized methods for sending classified information, how to prepare it for transmission, and the special requirements for hand carrying it.

At the end of this lesson, you will be able to do the following:

- ◆ Identify the authorized methods for the *Transmission and Transportation* of classified information.
- ◆ Determine if classified information has been properly prepared for sending.
- ◆ Identify the procedures for hand carrying classified information.
- ◆ Identify the additional procedures for hand carrying classified information aboard a commercial airline.

Methods of Transmitting Classified Information		
Top Secret	Secret	Confidential
Defense Courier Service (DCS) ¹	Same methods as Top Secret except no DCS ³ - Unless COMSEC or SCI, or - DCS has given prior approval, or - US control cannot be ensured	Same methods as Secret
Authorized Component courier system ²	Registered mail ⁴ - within and between US and Puerto Rico - to APO and FPO address if mail always under US control	Registered mail ⁴ - to APO/FPO outside US and Territories - when uncertain if location within US - to contractor or other Executive Branch agency, as appropriate
US military and US civilian employees. All hand carriers must be appropriately cleared with a need-to-know.	US and Canadian Registered Mail ⁴ with registered mail receipt between US and Canadian installation in US and Canada	First Class Mail ⁸ between DoD activities within US and Territories only. Put "Do Not Forward" on outer wrapper
DOD contractor employees within the US & Territories only and, for TS, with authorization from the appropriate Cognizant Security Agency (CSA). All hand carriers must be appropriately cleared with a need-to-know. CSA authorization not required to hand carry Secret material.	USPS Express Mail ⁵ within and between US and Puerto Rico	Certified Mail ⁴ to contractor or other Executive Branch agency, as appropriate
	GSA contractor for overnight delivery (currently FEDEX ⁶) within and between US and Territories	Constant Surveillance Service (CSS) within US, when size, bulk, weight, nature, or escort considerations dictate
Crypto graphic system authorized by NSA (e.g., STU-III, STE)	Protective Security Service (PSS) ⁷ within US, when size, bulk, weight, or escort considerations dictate	Commander/master of US registry ship (must be US citizen)
Protected Distribution System meeting NACSI 4009 standards	Appropriately cleared vehicle operator, officer of a ship, pilot of an aircraft or a US or US-contract vehicle, USN ship, civil-service operated USN ship or US registry ship (must be kept under observation or authorized storage)	

¹DCS will not transport chemicals, explosives, or contraband.

²The Department of State courier system uses diplomatic pouches. DoD and State have an agreement by which DoD will transport State materials into places that DoD has a system but State does not, and vice versa.

³Due to volume and costs DCS does not routinely transport Secret or Confidential materials. They will, however, transport all COMSEC and SCI materials and any other classified materials for which an agreement has been made, for example, special access program (SAP) information. And they will transport Secret or Confidential materials if US custody of the materials will not be maintained throughout the entire transportation process using other means. It is the sender's responsibility to research how materials are handled using other means.

⁴Registered or certified mail should be used only when less expensive authorized methods are unavailable.

⁵Use USPS Express Mail only when it is the most effective means considering security, time, cost and accountability. Don't execute the "Waiver of Signature and Indemnity," nor use street-side collection boxes, nor use it for APO/FPO addresses.

⁶When using FEDEX, be sure an authorized person is available to receive delivery. Do not execute the "Release Signature upon receipt" block and do not use street-side collection boxes. FEDEX is not authorized for COMSEC, NATO, and foreign government information. Applicable postal regulations must be met.

⁷PSS is a contracted service that requires the carrier to provide dual drivers, continuous escorting of the materials, and other security measures. The company must have a Secret facility clearance issued under the National Industrial Security Program (NISP). Military Traffic Management Command (MTMC) can tell you which companies in your area provide PSS.

⁸Don't use First Class Mail to send any classified materials to contractors or other Executive Branch agencies.

Authorized Methods



Tim Evans of DIVA's Intelligence Systems Division needs to send a three-page Secret document to DIVA's field office at Edwards Air Force Base. Tim usually hands off tasks like this to Pam Leyland, a member of the support staff. But Pam's out with the flu, so it's up to him to send the document to Edwards.

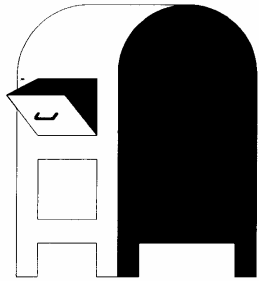
Tim remembers that Pam once gave him a handout listing the *authorized methods of transmitting classified information*. He finds it in his desk and reads it, but he is uncertain about some of the requirements. He asks around and gets advice on the methods, but he's not sure that the advice is accurate. So he decides to call DIVA's Security Office. His call is put through to Mike Carson. Mike says he will be right over.

"Now," says Mike, seated in Tim's office. "What can I clear up about the chart?"

"Well, the chart says that I can send Secret materials to an APO or FPO address as long as the mail does not pass out of US control. Whose responsibility is it to find out how the mail is handled?"

"It's the *sender's responsibility*, and it's not an easy task," Mike says. "You can try to contact the security folks stationed in the country that you're sending the materials to, or you can try the post office. They may be able to help you."

"O.K. Next question. The chart indicates that I can use Constant Surveillance Service to send



*Certified or Registered
Mail*

Confidential materials. Will the company that provides CSS have a *facility clearance*?"

"Not necessarily. They may have one because of some other contract. But they are *not required to have a facility clearance simply to provide CSS*."

"And the last question. I notice that the chart says that when I send Confidential materials to my contractor or to another Executive Branch agency I must use registered mail, as appropriate, or certified mail, as appropriate. How do I know when it's appropriate?"

"They will tell you," Mike answers. "What's important to remember is that you must use, *at a minimum, certified mail* to send the materials to your contractor or another Executive Branch agency. You find out *from your contractor or the agency* if it must be sent through *registered mail*."

Preparing Classified Information for Transport

"Thanks, Mike. I appreciate the information. I've decided that U.S. *Registered Mail* is the best way to get this Secret document to Edwards Air Force Base. Can you help me prepare it for mailing?"

Before Packaging-----

"Before we get into packaging, Tim, let's make sure a few other things have been dealt with. Are you sending a *transmittal letter* with the document?"

"Yes," Tim replies. "And I've checked to see that the *transmittal letter* is properly *marked*. The *Secret document* has the necessary *markings* on it too."

Double Wrapping-----

"Great! Now let's talk about packaging. The requirement is...

When size permits classified items should be transmitted in two non-transparent sealed envelopes or similar wrappings.

Tim takes two envelopes out of his desk drawer.

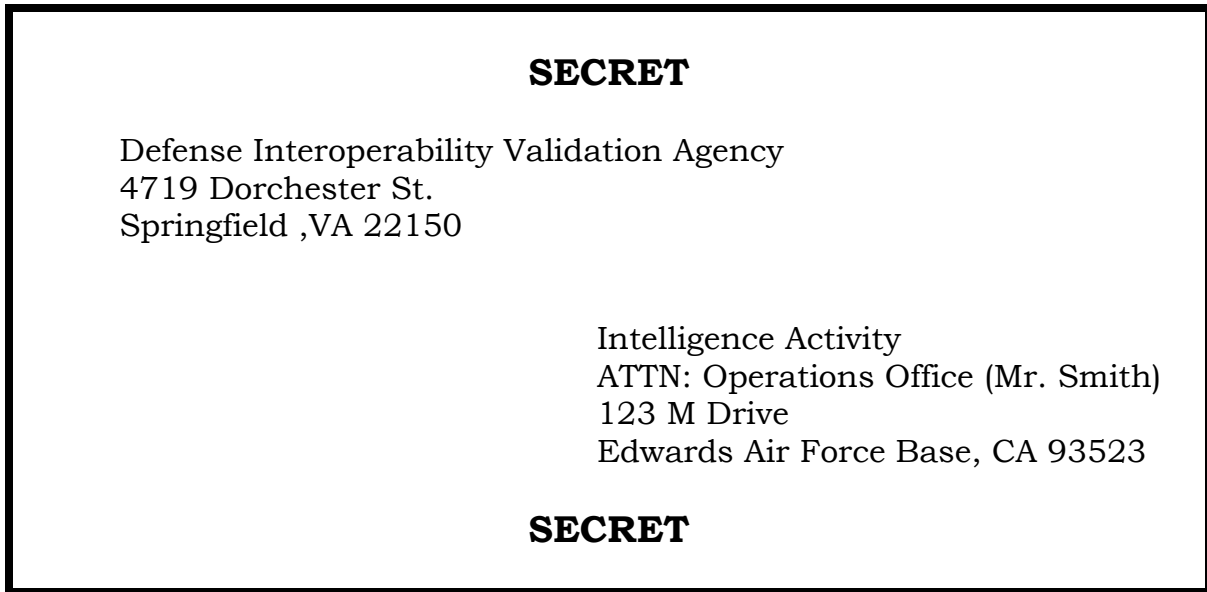
"Let's check out these envelopes," Mike says. "They must be *strong enough* to withstand normal mail handling and *opaque* so no one can read what's inside. These look O.K., but there might be a problem. I'll show you later what I mean.

The Inner Envelope-----

"Do the inner envelope first. You need to...

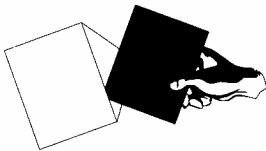
- Address the envelope to an official government activity or *DoD* contractor.
- Put your office's return address on the envelope.
- Conspicuously mark the envelope with the highest level of classified information it contains.
- Place any applicable special markings such as "Restricted Data" on the envelope.
- Carefully seal the envelope to minimize the possibility of access without leaving evidence of tampering.

Tim's *inner envelope* looks like this:



"Was it O.K. to put Mr. Smith's name on the envelope?" Tim asks.

"Yes," Mike replies, "you can put a *person's name on the inner envelope*, but *not* on the outer envelope."



"Now put your document and transmittal letter in the envelope. You need to either fold the document inward so the text can't be read through the envelope or place a cover sheet over the text. If you have to, wrap your document in a blank sheet of paper." Tim puts the materials in the inner envelope.

"Suppose your document was classified Confidential instead of Secret. But your transmittal letter contained Secret information. How would you mark the inner envelope?"

"I'd mark it SECRET since the *highest level of classified information in the envelope is Secret.*"

"Right. *Always* mark the *inner envelope* with the *highest level of classified information it contains*. And try to avoid mailing documents of different classification levels in one package. If you must,

though, mark the inner envelope with the highest classification of the contents. What would you do if the document contained Restricted Data?"

"I'd put 'Restricted Data' on the inner envelope," Tim says.

The Outer Envelope-----

"Let's move on to the outer envelope," Mike says. "Here's what you need to do..."

Address the envelope to an official government activity or DoD contractor not to an individual. However, you can use office code numbers or phrases, such as "Attention: Research Department."

Put your office's return address on the envelope.

Don't put any markings or notations on the outer envelope that indicate that its contents are classified.

Carefully seal the envelope to minimize the possibility of access without leaving evidence of tampering.

Tim's outer envelope looks like this:

Defense Interoperability Validation Agency
4719 Dorchester St.
Springfield, VA 22150

Intelligence Activity
ATTN: Operations Office
123 M Drive
Edwards Air Force Base, CA 93523

"Why the prohibition on putting a person's name on the outer envelope?" Tim asks.



"People tend to treat mail with a person's name on it as personal mail," Mike answers. "If the addressee is not there at the time of delivery, they may place the package on that person's desk - or worse, they might forward the mail to the addressee at another organization! We want the *receiving organization to open the outer envelope upon receipt*. When they get to the second envelope and see the classification markings, they will know how to treat the package."

Tim puts the inner envelope in the outer envelope.

"O.K., Tim. Before you seal the outer envelope, take a close look. Can you see the classification markings on the inner envelope as you look at the outer envelope?"

"If I look real hard I can see the word 'Secret'."

"This is that potential problem that I mentioned earlier," Mike says.

If the inner envelope's classification markings show through the outer envelope wrap *the inner envelope with enough paper to prevent the markings from showing through*.

Tim wrapped the inner envelope in two sheets of paper, placed it all in the outer envelope, and carefully sealed the outer envelope.

Mike says, "Your document is properly packaged -good to go via U.S. Registered Mail!"

Other Packaging Requirements-----

"Thanks, Mike. Now that I've done it, it seems pretty easy. But what if something like that," Tim says as he points to his radio, "was classified and I had to it to send it to Edwards instead of this 3-page document?"

"Good question, Tim. Here's a chart that covers packaging classified items.

Packaging Classified Items

- If a classified item is too large to be transmitted in envelopes or similar wrappings *enclose it* in two nontransparent sealed containers such as boxes or heavy wrappings.
- If a classified item is an internal component of a packageable item of equipment the outside shell or body may be considered as the inner *enclosure provided* it does not reveal classified information.
- If the classified item is an inaccessible internal component of a bulky item of equipment that is not reasonably packageable the outside or body of the item may be considered to be a sufficient enclosure provided the shell or body does not reveal classified information.
- If the classified item is not reasonably packageable and the shell or body is classified it shall be concealed with a non-transparent covering that will hide all classified features.
- Specialized shipping containers including closed cargo transporters may be used instead of the packaging cited above. In such cases the container will be considered the outer wrapping or cover.

"I think I need some help here," says Tim. "I'm not sure what you mean by the third item on the list, 'If a classified item is an inaccessible internal component of a bulky item that is not reasonably packageable,' and so forth."

"Well, for example, let's say you have a classified hard drive that is not removable. If the outside of the computer doesn't reveal any classified information, then the computer itself can be considered a sufficient enclosure. So you wouldn't have to wrap the computer.

"And as for the next item on the list, if you have a piece of equipment that is configured in such a way that the outside reveals classified information - for example the shape might be classified - and the item is not easily packageable, cover it in such a way that the classified information would not be discernible."

When packaging a classified item, ensure that...

- The package is wrapped so that no classified information is revealed.
- The packaging is strong enough to provide protection in transit.
- The classified item can't break out of its package.
- The package is wrapped so that you can tell if it's been tampered with.

"Thanks for all the help with getting classified information prepared for shipment," Tim says.

"No problem, Tim. But you'd better get your package down to the mailroom if you want them to send it today! I'll walk to the elevator with you."

Hand Carrying Classified Information

When we use the term "hand carry" we are not referring to a designated courier whose job is to routinely hand carry classified materials. Instead, we use "hand carry" to refer to an *appropriately cleared U.S. government or U.S. contractor employee personally transporting classified information for which he or she has a need-to-know.*

To learn more about hand carrying, let's look in on Mike Carson as he arrives at the Security Office.

Determine need-----

"Hi, Jackie. Any messages?" Mike asks Jackie Hernandez, the Security Office's secretary.



"No. But don't forget the staff meeting this afternoon. Did you get everything taken care of up in Intelligence?" Jackie asks.

"Piece of cake. Tim Evans just needed some advice for how to send a Secret document by registered mail. I'm just glad he didn't ask about hand carrying the thing. I'm so tired today, I'm not sure I could have told him how to do it"

"Well, if Tim had needed advice on hand carrying information, you could have stayed here and answered the phones and I would have gone up to Intelligence to advise him," Jackie teases. "After all, I have picked up a few things in my two years here!"

"O.K., wise one, what would you have told Tim about hand carrying classified information?"

"Well, first I'd have said that hand carrying classified information should be done only as a last resort.

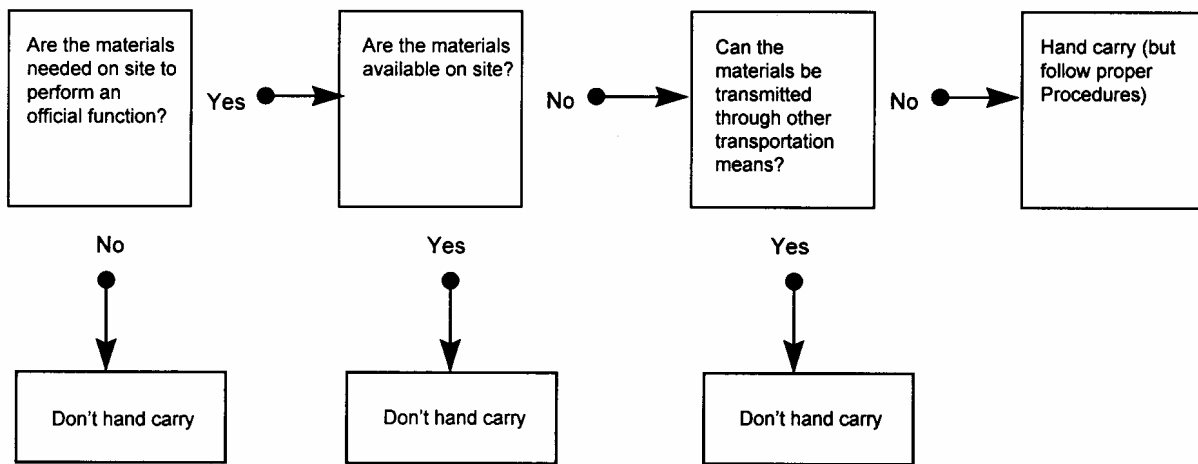
Before hand carrying or escorting classified information is authorized the following questions must be answered...

Are the materials *needed at the destination to perform an official function?*

Are the materials *already* available at the destination?

Can the materials be transmitted to the destination *in time* by *another authorized method?*

Determining Need to Hand Carry



"So before authorizing the hand carrying of classified information, the responsible official has to determine that in this particular instance the traveler requires the classified information at the destination to perform official duties, that it is unavailable there, and that it can't be transmitted by another authorized method in time for the traveler's use there."

Traveler's Responsibilities-----

"Very good, Jackie. Now, suppose the chief of the Security Branch has told Tim it's O.K. to hand carry the Secret document to the Pentagon. What's next?"

"I'd say that he must have *written authorization*. It varies according to the type of transportation used.

Written authorization for hand carrying classified materials can be:

- Travel orders (*not* for travel on commercial airlines)
- DD Form 2501 (*not* for travel on commercial airlines)
- Letter of authorization (*required* for commercial airlines)

"What we in this office issue - his *travel orders* or a *DD Form 2501*, 'Courier Authorization Card' - would be enough unless he's flying. Then he'd need a *letter of authorization*.

COURIER AUTHORIZATION		SERIAL NUMBER AD 00000	
1. ISSUE DATE		2. EXPIRATION DATE	
3. NAME (Last, first, middle initial)			
4. RANK OR GRADE			
5. AUTHORITY			
6. CERTIFICATION (Certify that this card is being carried up in compliance of DoD 5600.1 R)			
7. GEOGRAPHICAL LIMITS			
8. ORGANIZATION (Include branch, and address (Mailing address))			
9. SECURITY INCIDENTS			
10. DUTY PHONE NUMBER (Include area code)			
11. APPROVAL			
a. NAME		c. SIGNATURE	
b. TITLE		d. SIGNATURE	

DD Form 2501, MAR 88

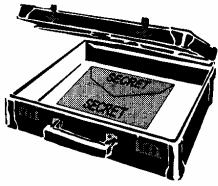
front

<p>THIS CARD IS THE PROPERTY OF THE U. S. GOVERNMENT. ANY COUNTERFEITING, ALTERATION, OR MISUSE OF IT IS A VIOLATION OF SECTION 498, TITLE 18, U. S. CODE.</p> <p><u>If found, drop in any mailbox.</u></p> <p>Postmaster - Return to:</p> <p>TAKE THE FOLLOWING PRECAUTIONS WHILE IN TRANSIT</p> <ul style="list-style-type: none"> • Keep material in your personal custody at all times. • Store material overnight in U.S. Government or cleared contractor facility. • Allow only cleared individuals, with a need to know, access to the material. • Use the most direct route. • Do not discuss or view classified material in public. • Immediately report security incidents to the numbers listed in item 10 of this form. <p>DD Form 2501, Reverse, MAR 88</p>
--

back

Sample DD Form 2501

"Then Tim would have to be *briefed on his responsibilities as a hand carrier.*"



"What would you include in the briefing if Tim had to make an overnight stop on the way to the Pentagon?"

"I'd point out that he'll need to *make arrangements to store the package overnight* with either a *government facility* or a *cleared contractor with storage capability*. He would *not* be authorized to give it to the motel clerk to put in the motel safe for the night!"

"Does the document need to be prepared any special way for hand carrying?"

"No. It has to be double wrapped - placed in two envelopes and addressed just as though he was going to mail it."

"Suppose he wants to carry the classified materials in his *briefcase*, what would you tell him?" Mike asks.

"If it has a *lock*, he can. He would just have to prepare an *inner envelope* like we do for all classified materials being mailed, put it in his briefcase, and lock it. The *briefcase* would be considered the *outer wrapper*."



"You're doing great so far, Jackie! Anything else?"

"Sure," she says. "The package must *remain in his personal possession or be under his constant surveillance*. So if he stops for a bite to eat along the way, he *can't leave the package unattended* in his car and go into the restaurant. He has to take it with him. And the classified information mustn't be

read, studied, displayed or used in public, so he can't go over the document at the restaurant table either!

"That about covers his responsibilities. And if you're tired again, Mike Carson, and need to remember the rules for hand carrying, just refer to my chart!" Jackie laughs. "Here's a copy for your personal use with my compliments."

Hand Carrying Classified Information

- Individuals hand carrying classified materials will be briefed on their responsibilities.
- *Written authorization* is required.
- Overnight storage is authorized only at a US government facility or cleared contractor *with* storage capability.
- Materials must be double wrapped. (Locked briefcase can serve as the outer wrapper.)
- The classified information must remain in their personal possession or under their *constant surveillance*.
- The classified information must not be read studied displayed or used in public.
- The information must never be left unattended.

Hand Carrying Aboard Commercial Passenger Aircraft-----

"Thanks. Still, that was pretty easy. Suppose Tim had to get on a flight and go out to California with his Secret document. What would you say?"

"Still not convinced that I know this stuff, are you? I'd start by reminding him that, as for any hand carrying, an appropriate official must determine the

need for the hand carrying. Tim must need the document for official use when he gets to California, it must not already be available there, and there must be insufficient time to get it there by another authorized method.

"I'd go on to say that there are some additional restrictions and procedures when classified information is to be hand carried aboard a commercial aircraft."

"Why?" Mike asks.

"Because of the threat of hijacking and the danger of weapons and explosives being taken or placed aboard aircraft."

"Can you think of any specific restrictions?"

"Sure. Just give me a minute."

"Hey, maybe I've stumped you!" Mike says.

"No way! Here goes.

When classified information is hand carried aboard commercial passenger aircraft all airlines involved shall be *U.S. carriers*.

Foreign carriers may be used only *when no U.S. carrier is available*. The information must remain in the custody and physical control of the U.S. escort at all times.

"O.K.," Mike says, "let's say we have Tim from Intelligence to the point where the situation is urgent and the chief of the Security Branch has

given verbal approval for Tim to take his Secret document to California and back on United, which is a U.S. carrier. Now what?"

"Tim needs to make sure he carries two other items on the plane in addition to his classified package.

When hand carrying classified information on a commercial flight the traveler must possess...

- A suitable *ID card*
- A *letter* authorizing that person to hand carry classified information

"The ID card must contain his *photograph*, descriptive data (*date of birth, height, weight*), and his *signature*."

Military personnel can use their DD Form 2, Armed (or Uniformed) Services Identification Card. *Government employees*, such as Tim, can present the official identification issued to them by their agency. *Contractor personnel* ID cards must contain the name of the employing contractor or be marked 'Contractor'."

"Tell me more about the *letter of authorization*," Mike says.

"The person traveling carries the *original* authorization letter. And the traveler should *carry sufficient copies to provide one to each airline involved*; the traveler retains the original. In addition...

The **letter of authorization** will...

- Be prepared on letterhead stationery of the agency or contractor authorizing the carrying of classified material.
- Give the full name of the individual and his or her employing agency or company.
- Describe the type of identification the individual will present.
- Describe the material being carried (for example three sealed packages 9" x 8" x 24" addressee and addresser).
- Identify the point of departure destination and known transfer points.
- Carry a date *of* issue and an expiration date.
- Carry the name, title, and signature of the official issuing the letter.
- Carry the name *of* the government agency designated to confirm the letter *of authorization and* its telephone number. The telephone number shall be an official U.S. Government *number*.

**Defense Interoperability Validation Agency
4719 Dorchester Street
Springfield
Virginia 12345-6789**

Security Office
[Name and address of airline]

23 March 1997

SUBJECT: Letter of Authorization

To Whom It May Concern:

1. Mr. Timothy R. Evans from the Intelligence Systems Division of the Defense Interoperability Validation Agency is authorized to carry classified materials as described in this correspondence.

2. Mr. Evans will have the following in his possession:

a. Identification card (OF 55 US Government Identification)

b. One sealed envelope:

(1) 9 inches X 12 inches X 2 inches

(2) Addressee is Satellite Intelligence Agency, 12345 Arterial Way, San Bemadino, California 98765-4321

(3) Addresser is Defense Interoperability Validation Agency, Intelligence Systems, Division, 4719 Dorchester Street, Springfield, Virginia 12345-6789

3. Mr. Evans will be departing Dulles International Airport on 24 March 2004 and is scheduled to transfer at O'Hare International Airport with a final destination of Los Angeles International Airport.

4. Point of Contact for this matter is Mrs. Sheila Harrington Defense Interoperability Validation Agency Security Office COMM (703) 555-1234.

5. This authorization to transport the above-described classified materials will expire on 27 March 2004.

Lt Col William Timmons
Chief, Security Branch
Defense Interoperability Validation Agency

Sample Letter of Authorization

"Should Tim make any special arrangements with the airline?" Mike prompts.



"Yes," Jackie says. "He should coordinate with airline officials to ensure that arrangements for transporting the classified information are *in line with DoD and FAA guidance*. And he needs to find out what *documentation* they require him to carry."

"Right on the button, Jackie! Now let's change the situation a little. What if, instead of a 3-page document, Tim's package contains a *300-page document*?"

"There are guidelines for that situation too.

Classified documents concealed in envelopes and transported via commercial aircraft should not be held together by metal *bindings* or anything that may arouse suspicion or be mistaken as *contraband*. Avoid giving airline officials a reason to visually inspect the package.

"Tim would carry the envelope in his locked briefcase and proceed as he normally would through ticketing and boarding. At the security check he can open his briefcase and allow it to be inspected. He needs to stay on his toes in case the screening officials decide to inspect the envelope itself.



The screening officials may check the envelope by X-ray machine flexing feel and weight but they *cannot open* the envelope.

"Right," Mike says. "They can't have access to the information, so they *must not be allowed to open the envelope*. Well, I've learned a lot today."

"That my hanging around this office for over two years has allowed me to pick up on security issues and procedures?" Jackie asks.

"I learned that if I'm too tired to do my job, I'll just refer people to you!"

"You're impossible! Now why don't we go to lunch and talk about that staff meeting this afternoon?"

"Good idea. I could eat a 300-page document!"

Summary

In this lesson, you learned what needs to be done to transmit and transport classified information.

You learned that Top Secret information may be sent by the Defense Courier Service (DCS); by a component courier system; by U.S. military and U.S. civilian hand carriers (appropriately cleared and with a need-to-know); by DoD contractor employees (appropriately cleared and with a need-to-know) hand carrying the material within the U.S. and its territories with authorization from the appropriate cognizant security office (CSA); by an NSA-authorized cryptographic system, such as the STU-III or STE; and by a Protected Distribution System.

Secret information may be sent by the same methods as Top Secret (but by DCS only in certain cases); by U.S. Registered Mail within and between



the U.S. and Puerto Rico and, if under U.S. control, to an APO/FPO address; by U.S. and Canadian Registered Mail with receipt between their installations in the two countries; by USPS Express Mail within and between the U.S. and Puerto Rico; by FEDEX within and between the U.S. and its territories; by Protective Security Service (PSS) for special shipments within the U.S.; and by certain cleared officers of U.S.-related vehicles, vessels and aircraft.

Confidential information may be sent by the same methods as Secret and by U.S. Registered Mail to an APO/FPO address outside the U.S. and its territories, when the destination may lie outside the U.S., and to a contractor or another Executive Branch agency, as appropriate; by U.S. First Class Mail between DoD activities within the U.S. and its territories only; by U.S. Certified Mail to a contractor or another Executive Branch agency, as appropriate; by Constant Surveillance Service (CSS) for special shipments within the U.S., and by a U.S. citizen who commands a U.S. registry ship.

You also learned that a transmittal letter, if used, must be properly marked, as must the classified material. In almost every case you must double wrap the materials for transport, usually in two substantial, opaque envelopes, as follows:

Inner envelope	Outer envelope
<ul style="list-style-type: none">• Return address• Recipient's address (a person's name may be included)• Classification markings• Caveats (as appropriate)• Seal envelope in such a way that tampering can be detected	<ul style="list-style-type: none">• Return address• Recipient's address (do <i>not</i> include a person's name)• Seal envelope in such a way that tampering can be detected



Classified items too large for envelopes are double- packaged so as to prevent revealing the classified information, protect the items in transit, keep them contained, and enable discovery of tampering.

We concluded with hand carrying classified information. The traveler should not hand carry the materials unless they are needed at the destination to perform an official function, are unavailable at the destination, and can't be transmitted there by another authorized method in time for the traveler's use. If the determination is made to hand carry the classified materials, the following procedures apply.

Prior to leaving:	While traveling:	Also, if traveling by a commercial aircraft:
<ul style="list-style-type: none"> ● Obtain written authorization (1) Travel orders, (2) DD Form 2501, or (3) Letter of authorization. ● Get briefing. ● Make arrangements for overnight storage (if applicable). ● Double wrap materials. 	<ul style="list-style-type: none"> ● Keep materials in your personal possession or under your constant surveillance. ● Do not read, study, display, or use the materials in public. ● Never leave materials unattended. 	<ul style="list-style-type: none"> ● Ensure that all airlines involved are U.S. carriers, or that no U.S. carrier is available before using a foreign carrier. ● Coordinate with the airlines. ● Have in your possession: (1) Military/government ID (2) Letter of authorization. ● Allow airline/airport officials to inspect outside of package. ● Don't bind material with metal straps or otherwise cause airline/airport officials to be suspicious or want to inspect inside the package. ● Allow airline/airport officials to X-ray, flex, feel, and weigh the package but don't allow them access to the information.

REVIEW EXERCISES

1. Write in the highest level of classification of information that that can be transported by each method ("TS," "S" or "C").
 - ____ a. U.S. Registered Mail
 - ____ b. U.S. First Class Mail
 - ____ c. U.S. Express Mail
 - ____ d. U.S. Certified Mail
 - ____ e. U.S. Military employees traveling on a commercial aircraft
 - ____ f. Commercial carriers that provide a Constant Surveillance Service
 - ____ g. Defense Courier Service
 - ____ h. U.S. Government employee traveling by surface transportation
 - ____ i. NSA cryptographic system
2. What industrial security agency's authorization is required before a DoD contractor employee may transport Top Secret information?
3. When may you transmit Top Secret information by the U.S. postal system?
 - a. When DCS is not available.
 - b. At any time it is deemed necessary by the commanding officer.
 - c. Under all circumstances.
 - d. Under no circumstances.
4. You are sending Confidential information via U.S. First Class Mail. What special endorsement (or phrase) must appear on the outer envelope?

5. When using the USPS Express Mail to transmit Secret materials, you are authorized to use the street-side collection boxes, but only within the U.S..

True.

False.

6. In what case will the DCS agree to transport your Confidential materials?

7. Given the following information, address the inner and outer envelopes.

Transmittal letter: Unclassified. *Information Paper:* Secret

Caveat about the Information Paper: Contains Formerly Restricted Data

Document being sent to: Sam Jones in the Testing Laboratory

Defense Engineering Activity

Hamilton Building, Bay N

Richmond, VA 23297

DIVA's address: 4719 Dorchester St.

Springfield, VA 12345



8. Suppose you need to transport a personal computer to another site. The computer's hard drive is classified Confidential and is not removable. The outer shell of the computer is unclassified. Generally speaking, what do you have to do to prepare the computer for transport?
9. A locked briefcase may be used as the outer wrapper when classified materials are hand carried.
- True. False.
10. What three types of documentation each provide the necessary written authorization for hand carrying classified materials?
- a. _____
- b. _____
- c. _____
11. What situation requires that you have a letter of authorization when hand carrying classified materials?
12. You are hand carrying some classified documents to another installation. Your trip should take only 4 hours. An emergency requires you to make an unplanned overnight stop at a motel. There is no DoD installation or cleared contractor with storage capability available. Are you authorized to store the materials in the motel safe?
13. Which of the following are true statements concerning hand carrying classified information aboard commercial passenger aircraft?
- a. Strong metal binders should be used to secure thick documents.
- b. An envelope containing a classified document may be X-rayed, but not opened.
- c. Classified information may be carried on foreign commercial aircraft only if no U.S. carriers are available.
- d. Military personnel must also carry their military ID card and a letter authorizing them to hand carry the classified information.

SOLUTIONS AND REFERENCES

1. S a. U.S. Registered Mail
C b. U.S. First Class Mail
S c. U.S. Express Mail
C d. U.S. Certified Mail
TS e. U.S. Military employees traveling on a commercial aircraft
C f. Commercial carriers that provide Constant Surveillance Service
TS g. Defense Courier Service
TS h. U.S. Government employee traveling by surface transportation
TS i. NSA cryptographic system (p. 8-2)
2. The appropriate cognizant security agency. (p. 8-2)
3. d. (p. 8-2)
4. Do Not Forward. (p. 8-2)
5. False. (p. 8-2)
6. DCS will transport all COMSEC and SCI materials as well as all SAP materials if the program has an agreement with them and if it cannot be ensured that with other authorized methods the materials will stay within U.S. control throughout the entire transport. (p. 8-2)
7. (pp. 8-5 and 7)

SECRET

Defense Interoperability Validation Agency
4719 Dorchester St.
Springfield, VA 12345

Defense Engineering Activity
ATTN: Testing Laboratory (Sam Jones)
Hamilton Building, Bay N
Richmond, VA 23297

Formerly Restricted Data

SECRET

Defense Interoperability Validation Agency
4719 Dorchester St.
Springfield, VA 12345

Defense Engineering Activity
ATTN: Testing Laboratory
Hamilton Building, Bay N
Richmond, VA 23297

8. Although the outer shell is a sufficient enclosure to shield the classified information, the computer should be packaged to protect it from damage during transport. (p. **8-10**)
9. True. (p. **8-14**)
10.
 - a. Letter of authorization
 - b. Travel orders
 - c. DD Form 2501 (p. **8-13**)
11. You must have a letter of authorization when you are hand carrying classified materials on a commercial airline. (p. **8-13**)
12. No. (p. **8-14**)
13.
 - a. False.
 - b. True.
 - c. True.
 - d. True. (pp. **8-16-20**)